



WASHINGTON STATE DEPARTMENT OF ECOLOGY

Spill Prevention, Preparedness and Response

GUIDE TO SETTING UP AN ACCOUNT FOR THE ADVANCE NOTICE OF TRANSFER SYSTEM

This guide is intended to help you set up an account in the state's SecureAccess Washington on-line system. Before you can enter an Advance Notice of Oil Transfer you must set up an account with SecureAccess Washington. SecureAccess Washington is an application gateway created by Washington State's Department of Information Services to simplify access to state government services accessible via the Internet. Once you have registered and activated an account with this system you may enter information into the Advance Notice of Oil Transfer form which is protected by your user ID and password.

TO REGISTER

Open browser and go to following address: <https://secureaccess.wa.gov/>
Click "Help" on the menu selections on left side of the screen.

On the Help screen:

1. **Click "FAQs"** on the menu selection on the left side of the screen.
2. **Click "Getting Started With the SecureAccess Washington."**
3. **Click Selection #2:** "How do I register for SecureAccess Washington?"

Note: it may be helpful to print the contents of the Help screen.

4. **Minimize** or close the Help screen.

On the SecureAccess Washington Home screen:

5. Follow steps #1-8 as described on the Help screen (start by **clicking "Register."**)

Important: when entering the Name field step #4): **enter the name of the Company** that is registering the account. In the case of facilities, enter the name of the Company, not the name of the specific terminal or location.

If you need this publication in an alternate format, please call Spills Program at 360-407-7455. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

6. Close the Help Screen window and the SecureAccess Washington registration window.

TO ACTIVATE THE ACCOUNT

7. You will receive an e-mail message with instructions on activating your account. **Click on the link contained in the e-mail.** It will take you to the SecureAccess home screen.
8. **Click “Add Service”** on the menu selections on the left side of the screen. You will be taken to a log-in screen. Log-in with the user ID and password you selected in step #2 of the registration process.
9. **Click “View”** next to the Department of Ecology in the bottom portion of the box (disregard the “Service Code” box).
10. **Click “Apply”** button next to the Advance Notice of Oil Transfer entry in the section listing all the Department of Ecology services.
11. Fill in the registration information on the next screen.
12. **Click “Register”** at the bottom of the screen.
13. You will see a “Registration Successful” screen; close the SecureAccess Washington browser window.

You will shortly receive a second e-mail stating that access to the Advance Notice System has been approved. Your account is ready for use after receiving this e-mail. This e-mail is sent during normal working hours only.

To use the account to enter or access Advance Notices of Oil Transfer, go to the following address in your browser: <https://secureaccess.wa.gov/ecy/ants>. It may be useful to set up an icon on your desktop for easy access.

For instructions on using the system to post an advance notice, see the document “Guide for Users of the Advance Notice of Oil Transfer System” which is available on the Department of Ecology (Spills Program) website <http://www.ecy.wa.gov/programs/spills/spills.html>.